

Summary Report for Individual Task
552-918-3205
MAINTAIN SHOP PROPERTY ACCOUNTABILITY (AVN)
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the FORT RUCKER, AL/ USAACE foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: While in an Operational Environmental (OE), given a shop property equipment hand receipt , AR 95-1, AR 725-50, FM 1-100 and local SOP. This task should not be trained in MOPP 4.

Standard: Maintain shop property accountability to monitor requisition of parts, tools, and supplies IAW AR 725-50, AR 95-1 and DA PAM 710-2-1.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Verify all property book and durable items assigned to your section are accounted for on DA Form 2062 and/or defense property accountability system- hand receipt report (Computer Printout).
2. Ensure section hand/subhand receipts are current.
3. Complete DA Form 3161 for issue/turn-in between hand/subhand receipts, as required.
4. Ensure changes are posted to hand/subhand receipts within six months.
5. Conduct an inventory of all items on hand/subhand receipts prior to reassigning responsibility.
6. Conduct an inventory of all items on hand/subhand receipts and assign a temporary holder for primary holder absences exceeding 30 calendar days.
7. Verify hand/subhand receipted items are not loaned to other units without prior approval from the property book officer.
8. Ensure ARNG and USAR equipment is not loaned without MACOM HQ approval and loan periods do not exceed 90 days.
9. Prepare DA Form 3749 to assign responsibility, for property that is issued to the same person, for brief recurring periods, if applicable.
10. Prepare DA Form 2062 as an inventory list, if required to accommodate multiple shifts or daily temporary assignment of property.
11. Identify procedures for use of inventory lists in the unit SOP, if applicable.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier a GO if all performance measures are passed. Score the Soldier a NO-GO if any performance measure is failed.

1. If an individual commits more than one safety violation, they are an automatic failure.
2. Any negligent damage to the aircraft is an automatic failure.
3. Safety:
 - a. Evaluator will ensure proper adherence to all Warnings, Cautions and Notes listed in the IETM for the task.
 - b. Evaluator will ensure all required PPE for the task is on hand. Non-use will constitute a safety violation.
 - c. Watches, rings and other loose jewelry (such as ID tags) will constitute a safety violation if not removed prior to task start.
 - d. Evaluator will pause evaluation to identify safety violations and require corrections before allowing task to continue.
4. Proper Tool Usage: Evaluator will monitor for proper tool usage. When a Soldier is observed using an improper tool, as specified in the IETM, the evaluator will point out the error and require correction.
5. Tool Inventory:
 - a. Evaluator will monitor compliance for tool inventory prior to task start. If inventory is not conducted, evaluator will pause task and require completion of inventory.
 - b. Evaluator will monitor compliance for tool inventory at task completion. If inventory is not conducted, evaluator will pause task and require completion of inventory.
6. IETM Usage: Simply having the IETM open to the appropriate task/page does not constitute proper IETM usage. The Soldiers must be observed making reference to the IETM for proper task steps, procedures and specifications.

Evaluation Preparation:

Setup: An aircraft, maintenance publications and references, logbook forms and records, and required personnel.

Brief Soldier: Tell the Soldier that they must repair the aircraft, make all appropriate entries in the equipment logbook, and comply with all shop, flight line and unit SOP safety procedures IAW applicable references.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Verified that all property book and durable items assigned to your section were accounted for on DA Form 2062 (Hand receipt/Annex Number) and/or defense property accountability system hand receipt report (Computer Printout).			
2. Ensured section hand/sub hand receipts were current.			
3. Completed DA Form 3161 (Request for Issue or Turn-In) for issue/turn-in between hand/sub hand receipts, as required.			
4. Ensured changes were posted to hand/sub hand receipts within six months.			
5. Conducted an inventory of all items on hand/sub hand receipts prior to reassigning responsibility.			
6. Conducted an inventory of all items on hand/sub hand receipts and assigned a temporary holder for primary holder absences exceeding 30 calendar days.			
7. Verified hand/sub hand receipted items were not loaned to other units without prior approval from the property book officer.			
8. Ensured that Army National Guard (ARNG) and U.S. Army Reserve (USAR) equipment was not loaned without major command headquarters (MACOM HQ) approval and that loan periods did not exceed 90 days.			
9. Prepared DA Form 3749 (Equipment Receipt) to assign responsibility for property that was issued to the same person for brief recurring periods, if applicable.			
10. Prepared DA Form 2062 as an inventory list, if required to accommodate multiple shifts or daily temporary assignment of property.			
11. Identified procedures for use of inventory lists in the unit SOP, if applicable.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 725-50	REQUISITION, RECEIPT, AND ISSUE SYSTEM	Yes	No
	AR 95-1	FLIGHT REGULATIONS	Yes	No
	DA PAM 710-2-1	USING UNIT SUPPLY SYSTEM (MANUAL PROCEDURES)(STANDALONE PUB)	Yes	No
	FM 1-100	ARMY AVIATION OPERATIONS	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

It is the responsibility of all Soldiers and DA Civilians to protect the environment from damage.

Comply with DOD 6050.5-L, DOD Hazardous Materials Information System Hazardous Item Listing.

It is the responsibility of all Soldiers and DA Civilians to protect the environment from damage. Soldiers must adhere to the management plan for hazardous material. The plan includes handling, use storage, and waste disposal. Soldiers must be familiar with the safety data sheets (SDS) for the products they are using.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Comply with all TM's, TB's, WARNINGS, CAUTIONS, NOTES, Applicable AR's, Unit/Command safety policies and

procedures, shop safety practices, and identified Risk Management (RM) control measures.
Low Risk: Personnel must comply with all TMs and TBs, WARNINGS, CAUTIONS, and NOTES, applicable ARs, unit safety policies and procedures, shop safety practices, and risk assessment control measures.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
552-918-3011	MONITOR PRESCRIBED LOAD LIST (AVN)	552 - Aviation Logistics (Individual)	Superseded

Supported Individual Tasks : None

Supported Collective Tasks : None